

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-VETERINARY TECHNOLOGY**

#### **BASIC FUNCTION:**

Under the direction of an Associate Dean, assist in providing instruction to individual or small groups of students in a laboratory environment; perform laboratory work including testing and pathology; coordinate the use of live animals in classroom labs.

#### **REPRESENTATIVE DUTIES:**

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; provide instruction in the principles and tasks of veterinary technology. (E)

Perform laboratory work including testing and pathology; perform animal nursing tasks and assist with surgical procedures as assigned. (E)

Participate in program recruitment, job placement, graduate tracking, student counseling and other activities as assigned. (E)

Maintain relationships with veterinary facilities in the community. (E)

Determine, order and purchase materials and equipment as needed. (E)

Operate, repair and maintain equipment used in the veterinary technology program; operate a computer and other office equipment as assigned. (E)

Prepare and maintain records, reports, logs and files related to assigned activities; prepare accreditation report. (E)

Coordinate the use of live animals in classroom labs; assure compliance with federal, State and District laws and regulations relating to live animals. (E)

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; prepare and maintain student records and files as necessary.

Attend and organize committee meetings.

Assure the health and safety of students by following health and safety practices and procedures.

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Operation of assigned equipment.

Health and safety regulations.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Principles and practices of the veterinary technology program.

Laws, rules and regulations related to assigned activities.

Veterinary terminology.

Medical knowledge regarding animal nursing.

**ABILITY TO:**

Perform laboratory work including testing and pathology.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Coordinate the use of live animals in classroom labs.

Perform animal nursing tasks.

Understand and follow oral and written instructions.

Communicate effectively with children and adults.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate assigned veterinary and office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in veterinary technology or related field and two years experience in a veterinary hospital.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Registered Veterinary Technician license issued by the State of California.

**ENVIRONMENT:**

Lab environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to monitor students.

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Dexterity of hands and fingers to operate assigned lab equipment.

Lifting moderately heavy objects.

Pushing or pulling.

Bending at the waist, kneeling or crouching.

**HAZARDS:**

Animal bites, scratches and zoonotic diseases.

Toxic chemicals.

Exposure to x-ray machines.